

3D Recruit: Candidate Code of Conduct

3D Recruit is an independently owned recruitment business, specialising in the Education and Social Work sector.

We are committed to practicing to safer recruitment, to ensure better outcomes for all. Our exemplary recruitment practices, which we have refined over the last 20 years, guarantees that the most appropriate practitioner is matched to the opportunity, resulting in the best outcome for the school, pupil(s) and you.

3D Recruit is an ethical recruitment business, that values hard work and commitment of our staff by continuing investing in professional development, offering competitive pay rates and supporting local charities.

Values and behaviours of all those who represent our organisation is of paramount importance to us. Additionally, our commitment to safeguarding remains a pillar of our business.

We have used the **Safer Recruitment Consortium** guidelines to form the foundation of this document regarding Safe Workplace Practice (2019, 2020 and 2022 editions) and recommend that you also read this document:

2019 Guidelines

<https://c-cluster-110.uploads.documents.cimpress.io/v1/uploads/13ecce28-e8f2-49e9-83c6-c29337cd8071~110/original?tenant=vbu-digital>

April 2020 Addendum

<https://c-cluster-110.uploads.documents.cimpress.io/v1/uploads/d2a90ef0-f98b-4fbb-a65c-9371d3706b04~110/original?tenant=vbu-digital>

February 2022 Addendum

<https://c-cluster-110.uploads.documents.cimpress.io/v1/uploads/d71d6fd8-b99e-4327-b8fd-1ac968b768a4~110/original?tenant=vbu-digital>

Employee Behaviour

3D Recruit expects all employees to behave in a professional and courteous manner at all times. We expect everyone to champion our values, as well being open to new ideas and initiatives, cooperating and collaborating with others and remaining respectful of peers and colleagues. Remaining positive and providing solutions in challenging times and environments is important.

Teaching Standards

There are nine different standards relating to your role as a Teacher/tutor, which form our Teaching Standards:

1. Set high expectations which inspire, motivate and challenge pupils
2. Promote good progress and outcomes by pupils
3. Demonstrate good subject and curriculum knowledge
4. Plan and teach well-structured lessons
5. Adapt teaching to respond to the strengths and needs of all pupils
6. Make accurate and productive use of assessment
7. Manage behaviour effectively to ensure a good and safe learning environment
8. Fulfil wider professional responsibilities
9. Demonstrate consistently high standards of personal and professional conduct

Duties & Responsibilities

- To prepare lesson plans to deliver to pupil(s) with clear learning objectives and outcomes
- Deliver engaging lessons
- Conduct benchmark assessments at the beginning of the tutoring programme
- Provide weekly reports on pupil progress
- Conduct assessments at arranged intervals and report to school/parent
- Prepare resources for lessons
- Communicate effectively with school/parent
- Be responsible for helping students to understand different subjects
- Assist and encourage the students in the learning processes
- Comply to the school's policies and procedures

Dress Code

We expect you to be appropriately dressed at all times (smart/casual). No jeans, leggings or trainers should be worn at any time. If a school has a specific standard we will advise you prior to starting the assignment.

Communication

You will have access to a range of platforms to effectively communicate with schools, pupils and 3D Recruit. All email content sent to schools, pupils and 3D Recruit is subject to review and recorded on our CRM, Dynamics.

Phone calls to schools/parents and 3D Recruit are permitted, calls to pupils to their personal mobiles are prohibited.

When conducting online tutoring, an appropriate adult must always be present and sessions recorded and email invites sent to their school email address or career/parent's email address.

When tutoring pupils in their homes, you must ensure that an appropriate adult is in the house and the door to the room remains open.

You must keep personal phone numbers/social media accounts private and never in any circumstance contact pupils or parents. You must not post school related matters on social media, befriend pupils (accept or send friend requests), personally retaliate to incidents online or criticise your school, pupils or pupils parents online.

Please turn your phone or smartwatch off / on silent and please make calls out of teaching time. Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils other than recording online tutoring sessions.

You should never swear in front of pupils but, additionally, slang words and terms or phrases commonly used by some people can be offensive to others. Therefore, it is very important to be sensitive to this and avoid colloquialisms.

No Touching Policy

You must **never** initiate or encourage any physical contact with a child and that includes patting them on the back. There are exceptions to this in specific circumstances (for example when someone's physical safety is at risk) but then it is a matter of common sense.

Safeguarding is Everyone's Responsibility

3D Recruit believes that safeguarding of children and vulnerable adults is everyone's responsibility. All staff must complete annual safeguarding, FGM and Prevent Training and read Keeping Children Safe in Education 2022.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf

Should you have any concerns you must report them to the Designated Safeguarding Lead of the School and the Designated Safeguarding Officer at 3D Recruit.

The Designated Safeguarding Officer at 3D Recruit is Ben Arnold (Ben@3DRecruit.com) 01424 775404 and the Deputy Designated Safeguarding Officer is Amy Gudgeon (Amy@3DRecruit.com) 01424 776572.

The contact details of both Designated Safeguarding Leads will be included your 'Assignment Confirmation' email, as well as the LADO contact information.

Confidentiality

You may have access to confidential information pertaining to the background, statement of SEN or EHC plans of pupils. Such information will be sent to you via a secure email account (Egress) and you must never share any of the information contained with any other parties.

All information you are privy to, must remain confidential and you must not share any email addresses or contact details with anyone else or on a social media platform.

Use of Company Property & of Technology for Tutoring

You will be provided with a 3D Recruit email account if you are providing tutoring. This account can be accessed remotely by we and restricted at any point. This enables us to be in control of the account and monitor any activity. You will be sent invitation to the parent/carer's account for them to join the video meeting via Microsoft Teams. All documents are shared via files on Microsoft Teams. At all times the adult must be present with sight of the child's laptop and be able to listen to the tuition. Any windows opened on your device for personal use must be minimised or closed. Where possible, you should sit in front of a plain background with no personal photos on display. Please ensure that the environment you are working in, is quiet and that any external distractions are kept to a minimum. Any abuse of company property or technology could result in termination of your contract with 3D Recruit, or in serious circumstances reported to the police.

E-Safety

Keep personal phone numbers/social media accounts private and never in any circumstance contact pupils or parents. Don't post school related matters on social media, befriend pupils (accept or send friend requests), personally retaliate to incidents online or criticise your school, pupils or pupils parents online. Please refer to keeping children safe in Education 2021 page 33 for more information.

Working with Young People Face to Face

When working in a school setting, you must abide by their policies and procedures.

Should you be required to work 1:1 or in a pupils home, you must read and sign the declaration that you have read, understand and have a copy of the 'Home Tutors' Lone Working Policy, and Child Protection / Safeguarding Policy for 3D Recruit Ltd. If working in a pupil's home, a video presentation of the setting will be seen and a risk assessment carried out, which will be sent to you.

If any there any behaviours or actions that contravene these policies, you could be immediately from assignment and subject to further investigation/referral as deemed appropriate.

Face to face Tuition COVID Policy

We want to ensure that all our tutors, students and those within the office remain as safe as is possible during the ongoing Covid-19 outbreak and to do so, we are introducing these protocols and procedures.

- These will apply to pupils having face to face tuition at the office locations.
- If a tutor or student or anyone in the household has temperature is above 38°C and/or a continuous cough or anyone in your household has these symptoms, you must self-isolate for 14 days. Tutors should let the office know asap if this is the case.
- If a person in the household other than the pupil is self-isolating tuition must not take place face to face on the premises until they are no longer in self isolation.
- Tutors must wash their hands and wrists. They must do so frequently and certainly it must be the first thing that is done when entering the office and the last thing that is done when leaving.
- No sharing of stationary
- No shaking hands with parents/carers or pupils.
- Not to share cups or water bottles or accept drinks in the tuition venue.
- Tutors must wear clothing that can be easily and frequently washed.
- All surfaces where tuition will take place as frequently as possible with the correct anti-bacterial solutions.
- Making sure as much space as possible is left between the student and tutor during the session with a minimum of a 2m distance at all times
- Within 24 hours all concerns relating to safeguarding must be reported on the day to Ben Arnold, Designated Safeguarding Lead – Ben@3DRecruit.com or 01424 776572

3D Recruit – Online Tuition Policy

- All tutors will be provided with a 3D Recruit email account.
- This account can be accessed remotely by us and restricted at any point. The enables us to be in control of the account and monitor any activity.
- The tutor would send an invitation to the pupil/parent/carer's account for them to join the video meeting via Microsoft Teams or Google classroom.
- All documents are shared via files on Microsoft Teams or google classroom
- At all times the adult must be present with sight of the child's laptop and be able to listen to the tuition.
- Any windows opened on the tutor's laptop for personal use must be minimised or closed.
- Where possible, tutors should sit in front of a plain background with no personal photos on display.

- Ensure that the environment the tutor is working in, is quiet and that any external distractions are kept to a minimum
- It is prohibited to connect with the parent/carer or pupil on social media. If they pupil or parent/carer attempts to connect with the tutor, they must not accept and let the client and us know immediately.
- Tutors should also be aware that the topic of coronavirus may be brought up by the pupil.
- Should there be any safeguarding concerns, the tutor must report this to the Safeguarding Lead, as identified in their assignment confirmation.

National Tutoring Tuition Partners

For those, who are delivering tutoring, please see below:

- [The updated Tuition Partner Handbook, Version 3.0](#)
- [National Tutoring Programme Online Tuition Standards](#)
- [National Tutoring Programme Tuition Partner Safeguarding Reporting Process](#)
- [National Tutoring Programme Safeguarding Reporting Requirements](#)

Assignment Information

Start and End of the Day

Your consultant will inform you in your assignment confirmation of your start time. If for any reason you are delayed or lost, please call the 3D Recruit office immediately and ensure all duties (see duties) are completed before leaving and that you have returned your lanyard and signed out.

Arriving at the school

You will need to bring your ID and DBS and sign in. In your assignment confirmation your consultant will inform you who to report to, the schools' own policies and procedures and the designated safeguarding lead information.

They will also let you know of fire exits, drills and any pupils who may need extra support.

<u>Duties Daily Supply:</u>	<u>Long Term Supply Duties:</u>
<ul style="list-style-type: none"> • Arrive promptly and on time • Present ID and DBS to reception and sign in • Conduct registration 	<ul style="list-style-type: none"> • All of the above with the addition: • Planning lessons • Assessment

<ul style="list-style-type: none"> • Deliver lesson plans, if none are available provide own planned lessons • Work in partnership with TAs, INAs and LSAs (if present) • Mark pupils work and complete handover form (available at end of this form) • Ensure all pupils are collected safely • Sign out 	<ul style="list-style-type: none"> • Report writing • Data recording and analysis • Parents evenings and consultations • Department meeting • Assemblies (if required) • Constructing displays
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If you are unable to fulfil your assignment

for any reason, you must inform us immediately so that we can arrange a replacement. Please note you will not be paid if you are unable to fulfil your assignment. Please call 01424 776572.

Should the school in which you are working in is closed for INSET days, closed due to adverse weather conditions or any other reason, you will not be paid unless the school states otherwise.

School Closures

Should the school in which you are working in is closed for INSET days, adverse weather conditions or any other reason, you will not be paid unless the school states otherwise.

COVID – 19

The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people in England are no longer advised to get tested. Find out:

- [what to do if you have COVID-19 symptoms or have tested positive for COVID-19](#)
- [what to do if you've been in close contact with someone with COVID-19](#)
- [how to avoid catching and spreading COVID-19](#)

If you still want to get tested and you're not eligible for a free NHS test, you must pay for a COVID-19 test yourself. You can buy a COVID-19 test from some pharmacies and retailers, in person or online. Do not call 119, as you cannot get a test this way. You cannot order tests from NHS 111 or 999.

Advice in England has changed

While you're no longer legally required to self-isolate if you have COVID-19, you should try to stay at home and away from others to avoid passing on the virus. We will let the school know if you have COVID-19 so they can assess the risk of you attending.

Check advice in other parts of the UK:

- [Scotland – NHS Inform: guidance for individuals with possible COVID-19 infection](#)
- [Wales – Welsh Government: self-isolation](#)
- [Northern Ireland – nidirect: self-isolating and close contacts](#)

What to do if you have symptoms of COVID-19, and have not taken a COVID-19 test

If you have symptoms of COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities:

- Try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.
- Avoid close contact with anyone who you know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections, especially those whose [immune system means that they are at higher risk of serious illness, despite vaccination](#)
- Try to work from home if you can. If you are unable to work from home, talk to your employer about options available to you.

What to do if you have a positive COVID-19 test result

Try to stay at home and avoid contact with other people if you:

- have any [symptoms of COVID-19](#), and have a high temperature or you do not feel well enough to go to work or do your normal activities
- have tested positive for COVID-19 – this means it's very likely you have the virus
- You should avoid being in close contact with [people at higher risk from COVID-19](#). This is particularly important if their immune system means they're at higher risk of serious illness from COVID-19, even if they've had a COVID-19 vaccine.
- There is further advice if you're eligible for [COVID-19 treatments](#).
- There is [different advice for children and young people aged 18 and under](#)

How long to stay at home and away from others if you have tested positive for COVID-19

If you have COVID-19, you can pass on the virus to other people for up to 10 days from when your infection starts. Many people will no longer be infectious to others after 5 days.

You should:

- try to stay at home and avoid contact with other people for 5 days
- avoiding meeting [people at higher risk from COVID-19](#) for 10 days, especially if their immune system means they're at higher risk of serious illness from COVID-19, even if they've had a COVID-19 vaccine

If a child or young person aged 18 or under tests positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days. This starts from the day after they did the test.

Children and young people tend to be infectious to others for less time than adults. If they're well and do not have a temperature after 3 days, there's a much lower risk that they'll pass on COVID-19 to others.

You can go back to your normal activities if you:

- feel well enough to do so
- do not have a high temperature

When to seek medical advice

Go to [111.nhs.uk](https://www.nhs.uk), call 111 or call your GP surgery if:

- you're worried about your symptoms
- your symptoms get worse

In an emergency, go to A&E immediately or call 999.

Code of Conduct - Review Dates:

Version	Review Date	Review By	Amendments	Next Review Date
v.1	Jul 2020	Amy Gudgeon, Education Manager		Jul 2021
v.1.2	Sep 2021	Amy Gudgeon, Education Manager	Covid amendments added. Reference to the Safer Recruitment Consortium guidance on Safe Workplace Practice (2019 and 2020 editions)	Sep 2022
v.Mar-22	Mar 2022	Amy Gudgeon, Education Manager	Amendment to the Safer Recruitment Consortium guidance on Safe Workplace Practice – to include 2022 edition.	Mar 2023
v.Sep-22	Sep 2022	Rachel Power, Safeguarding Manager	KCIE updated to 2022 version.	Sep 2023